

DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION

Classification: Financial Specialist - Senior

Working Title: Financial Specialist

Location Options: Madison, Eau Claire, Wisconsin Rapids, or Black River Falls

POSITION SUMMARY: This position manages and coordinates all accounts payable functions of the Division of Forestry. This position also processes corrections to the division's revenues and expenditures as needed, including the administration of the division's purchasing cards. In addition, this position will conduct periodic financial audits of the county forest financial programs and state land timber sale programs.

LOCATION, GEOGRAPHIC SCOPE & TRAVEL REQUIREMENTS: This position is located in either Madison, Eau Claire, Wisconsin Rapids, or Black River Falls. Occasional travel within the state is required.

SCOPE OF AUTHORITY: This position works under the general supervision of the Budget and Grants Section Chief within the Bureau of Forestry Business Services.

GOALS & ACTIVITIES:

50% A. Administer fiscal obligations of the Division of Forestry

- A1. Audit, analyze, code, and process complex payment invoices against purchase orders, contracts, direct payments, and other specialized invoices. In the most complex situations: evaluate vendors; verify receipt of services or items; and settle invoice disputes and discrepancies with vendors (including investigating and analyzing vendor inquiries regarding payment status and discrepancies as well as audit claims for adjustments to previous payments and determine the appropriate actions/negotiate settlements.
- A2. Verify suppliers are setup properly within PeopleSoft, and if not, process W9 and Supplier Setup forms
- A3. Enter and submit vouchers for all valid invoices due to our suppliers within PeopleSoft
- A4. Process timber sale performance bond refunds to logging contractors

30% B. Control, monitor and analyze internal fiscal functions of the division

- B1. Manage and monitor Division of Forestry financials for adherence to secondary appropriation revenue and expenditure limits.
- B2. Prepare detailed invoices for Lemay Center subprogram receivables. Maintain accounts receivable and revenue deposits totaling approximately \$550,000 per fiscal year including management of delinquent accounts in accordance with state law.
- B3. Notify staff of purchasing card deadlines, provide clear guidance on how to properly reconcile their statements, and process journal corrections for staff that incorrectly reconcile their purchasing cards
- B4. Prepare invoices for goods and services provided by the division to our external partners

15% C. Perform fiscal audits in the District

- C1. Provide districtwide expertise to staff by conducting periodic fiscal audits of all systems involving money in the District.
- C2. Provide expertise to guide and support Area Forestry Staff Specialists with the 3-year audits of the County Forest Program.
- C3. Provide expertise to guide and support Area Forestry Staff Specialists with the 3-year audits of all State Forest and Scattered State Lands transactions throughout the District.
- C4. Provide expertise to guide and support Area Forestry Staff Specialists with the auditing of Good Neighbor Authority program work.
- C5. Identify and address areas of fiscal program improvement with Area/District management.
- C6. Serve on Division/Department/District teams and as a District representative as needed on statewide teams dealing with fiscal matters.

5% D. Customer service and organizational responsiveness

- D1. Provide both internal and external customer service including accurate information to office visitors, telephone, web and written inquiries.
- D2. Consult with internal and external customers on timber sale rules and requirements.
- D3. Review and keep abreast of changes in knowledge and practices of position-related activities in responsibilities.
- D4. Participate in job-related training and organizational meetings as assigned by supervisor.
- D5. Perform other position-related duties as assigned.
- D6. Follow all general and position-related safety requirements.
- D7. Participate in integrated Division and Department-wide activities as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

Upon Appointment

- 1. Knowledge and skill related to financial systems
- 2. Computer software skills, including financial software to process transactions (PeopleSoft preferred); word processing software to produce finished documents; spreadsheet software to tabulate and/or analyze data; and email software necessary to communicate with both internal and external partners and customers.
- 3. Knowledge and skill related to financial report development associated with monitoring and controlling fiscal resources.

Full Performance

- 1. Policies and programs applicable to Department and Division program management including statutes, rules, handbooks and policies.
- 2. Established customer/visitor service standards used by the Department.
- 3. Policies and procedures common to operations management for a state-owned property
- 4. Department of Natural Resources accounting, revenue and inventory systems and protocols.

PHYSICAL REQUIREMENTS & ENVIRONMENTAL FACTORS: Ability to occasionally lift moderate weights, for example a box of copy paper. This position works at a desk and requires frequent keyboarding and telephone use. Job holder must be able to communicate verbally with customers in person and by telephone. This position includes frequent standing at a service counter.

Equipment Used: Computers, fax machine, calculator, copy machine, and telephone.

Service Excellence for Customers & Partners

- Make excellent customer/partner service a top priority and actively seek to improve it.
- Work to identify and understand the needs of others and strive to create the most value for them, focusing on their satisfaction.
- Responsive to changes in customer/partner goals, deliver on promises, follow-up appropriately thus service delivery is marked by fairness, integrity, high ethical standards and the utmost respect for others in order to generate trust as an outcome.
- Actively seeks to achieve results that best strike the balance with the Division's service role and regulatory authority with the customer/partner goals.

Effective & Fair Decision Making

- Analyze situations fully and accurately to reach productive, and where appropriate, uniform decisions. Consult appropriate parties/stakeholders as necessary and identify the key concerns and/or issues that need to be addressed in order to make the best decision possible.
- Discern the pertinent facts and develop clearly based objective criteria.
- Make timely, well-reasoned decisions by integrating information and perspectives appropriately.
- Evaluate the immediate and longer-term consequences of decisions.
- Use sound professional judgment in their analyses and decisions.

Effective Communication

- Express ideas in a clear, concise, and effective manner, both orally and in writing.
- Ability to present, facilitate and instruct as part of staff meetings and partner activities.
- Use correct grammar and sentence structure in communications.
- Strong listening skills, particularly when different viewpoints are expressed.
- Openly share information, transparent and keep all concerned parties informed.

Interpersonal Relationships & Partnership Building

- Build and effectively utilize relationships and influence networks to achieve goals.
- Share knowledge and build trust with colleagues, managers and external partners.
- Tactful when dealing with sensitive issues and personalities.
- Exercise social intelligence: have a high level of self-awareness, are aware of impact on others.
- Work through complex situations effectively, diplomatically and with sensitivity without losing credibility or trust.
- Recognize sensitive information and exercise discretion.
- Approach professional conflicts in a constructive manner. Refrain from personal attacks and excessive emotions.
- Demonstrate sound judgment under pressure and retain focus on desired business outcomes in difficult conditions.
- Proactive in addressing problems.

- Exemplify the commitment to the DNR's core value of respect- to work with people, to understand each other's views and to carry out the public will; maintain integrity and treat everyone with fairness, compassion, and dignity.

Demonstrates Leadership

- Establish vision, set direction and initiate strategy by analyzing forces and trends that impact the program. Anticipates future needs, challenges and identifies potential options and constraints; critically evaluates information to promote the most effective position.
- Identify the implications of decisions and actions on people, other parts of the organization, external partners and customers. Understand the abstract and think in terms of whole systems and complex interrelationships. Synthesize large, disparate bodies of information.
- Mobilize staff to face and tackle tough challenges. Facilitate staff through the change process by helping them to navigate loss and work through discomfort so that they can adapt to emerging conditions and see the potential within broader organizational strategies and priorities.
- Establish formal and informal relationships with others to provide feedback, information, support and resources to help them develop new or higher levels of skill and ability.
- Empower others to reach higher levels of performance through trust, delegation, participation and coaching.
- Provide direction, support and encouragement amongst their team colleagues and partners.
- Hold up high standards of excellence towards the accomplishment of desired outcomes and objectives.
- Inspire confidence and respect which is motivating for others, builds positivity; keep the team cohesive and partners confidently engaged.